

Safety Rules and Regulations in the Design Workshop

By Design Workshop Technical Staff

Design Workshop Safety Rules and Guidelines

In order to carry out practical work safely, it is necessary to understand the safety rules and prepare for the materials and tasks required. It is also essential to wear appropriate clothing, know which equipment to use for each task and have a sense of urgency. While working in the Design Workshop, pay attention not only to your safety but also to others' safety. The work environment needs to be tidy and orderly to avoid injuries and accidents. Safety is your top priority when using the Design Workshop.

1. Dress Code

Wear appropriate clothing. Long sleeves, long pants are required. No open-toe shoes, sandals or high heels, and No loose clothing allowed. Anything that can be caught in machinery is hazardous. This includes ties, scarves, necklaces, towels, dress, or skirts. For those with long hair, please tie it up or wear a cap to keep it from getting caught when using the tools or machines.

2. Safety Rules

When working in the Design Workshop, you must observe the following rules. If you violate any of these rules, you will be asked to stop work and leave the Design Workshop.

- 1) Do not operate or use machines or equipment without permission from your supervisor or Design Workshop staff.
- 2) Always ask your supervisor or Design Workshop staff for advice about preparation and your work procedure before starting your project or work.
- 3) Keep work area free of clutter and remove unnecessary materials, tools, and other objects before starting your work.
- 4) When operating the machine with another person(s), be sure to signal to each other to ensure their safety before operating the machine.
- 5) To prevent accidents, other than those using the machine, the rest should stay away.
- 6) Always wear safety gears to protect from falling objects, high temperature cut pieces, or other hazardous materials, according to the type of your work or condition.
- 7) After the work is done, clean the floor, machines and equipment used. Once cleaning is done, inform your supervisor or the Design Workshop staff and obtain permission to leave.
- 8) If you wish to use the Design Workshop outside of class hours, you must obtain prior approval from your supervisor.
- 9) When using the Design Workshop, please follow your supervisor's instructions or the Design Workshop staff.
- 10) Any dangerous behavior and actions that violate the Design Workshop's safety and security are strictly prohibited.

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Design Workshop Usage Procedure

The Design Workshop is a shared facility for all students. Before using the facility, please familiarize yourself with the guidelines, procedures, and precautions.

1. Opening Hours

- 1) The Design Workshop is open from 9:00 am to 5:00 pm on weekdays (close at 4:30 pm on Friday). Please finish your work 30 minutes before closing time and start cleaning your work areas and equipment used.
- 2) The Design Workshop is closed during the lunch hour from 12:00 noon to 1:00 pm. The use of any machine or tool is prohibited during this hour.
- 3) The Design Workshop is closed on Saturday, Sunday, National Holidays and Year-end and New Year holiday.
- 4) Even during the above available hours, the Design Workshop may not be available due to maintenance or other reasons.

2. Procedure for the Use of Design Workshop Outside Lesson Time

During Opening Hours

- 1) Before using the Design Workshop, please meet your supervisor or the Design Workshop staff for advice about preparation and work procedure in advance.
- 2) If you wish to use the Design Workshop during the opening hours, please submit the Application for the Use of Design Workshop by online. Students need to ask their supervisor and submit it, the day before you wish to use the Design Workshop.

Online Application for the Use of Design Workshop

<https://forms.gle/X8RdKVvHXAXKDSYWA>

- 3) If there is a class using the Design Workshop during the same period, the class will take priority.
- 4) Before using the Design Workshop, please check with the website below to confirm your application's approval.

Faculty authorization of use

https://docs.google.com/spreadsheets/d/1wDazw1iztNhg6cZW5oTgugPb_KYqsZjerA1Xw6AMh-c/edit?usp=sharing

After Hours Use (after 5:00 pm on weekdays, after 4:30 pm on Friday or Weekends and Holidays)

- 1) If you wish to use the Design Workshop during non-opening hours, please pick up an application to use the Design Workshop from the Design Workshop

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By Design Workshop Technical Staff Management Office or your supervisor and submit it to the Design Workshop Management Office by 5:00 pm, the day before you wish to use the Design Workshop. If you wish to use the Design Workshop on the first day after a holiday, you must submit the form before the holiday.

- 2) All after hour's work must be held under supervision of your supervisor. The end time should be 8:00 pm for students, 10:00 pm for faculty members.
- 3) Your supervisor should return the key to the Design Workshop.

* For matters other than those listed above, the terms and conditions for use during the hours will apply.

3. Urgent Request for the Use of Design Workshop

As a general rule, you are required to apply for the Design Workshop's use the day before you wish to use the Design Workshop. However, if it is an urgent matter, you will be permitted to use the shop with the Design Workshop Director's approval.